



Office Assistant

ADRC is recruiting for an Office Assistant. This full-time position serves as the first point of contact for ADRC customers and is responsible for creating a warm and friendly atmosphere. In addition, provides office reception, office support, and assists in the daily operation of the ADRC office.

Minimum Qualifications

Education:

1. High school diploma or high school equivalency diploma
2. Specialized training in clerical skills desirable

Experience: One year experience in reception and clerical work

Note: Equivalent combinations of job related education and experience may be considered

How to Apply: A [Grant County application for employment](#) and job description may be obtained at www.co.grant.wi.gov or by contacting the Grant County Personnel Department (608)723-2540. A County Application is required and will be accepted at the following location.

Grant County Personnel

111 S. Jefferson St.
PO Box 529
Lancaster WI 53813

*This is an **Affirmative Action/Equal Employment Opportunity employer (AA/EEO)**. All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*



@GrantCountyEmploymentOpportunities

GRANT COUNTY JOB DESCRIPTION

TITLE: Office Assistant

DEPARTMENT/ AGENCY: ADRC

IMMEDIATE SUPERVISOR: ADRC Department Head

PAY RANGE: D

FLSA: Non-Exempt

NATURE OF WORK

This position serves as the first point of contact for ADRC customers and is responsible for creating a warm and friendly atmosphere. In addition, provides office reception, office support, and assists in the daily operation of the ADRC office.

MINIMUM QUALIFICATIONS

Education:

3. High school diploma or high school equivalency diploma
4. Specialized training in clerical skills desirable

Experience:

- One year experience in reception and clerical work

Note: Equivalent combinations of job related education and experience may be considered

Knowledge, Skills and Abilities:

1. Ability to create a good first impression of ADRC by employing the following skills: active listening, empathy, problem solving, patience and clear communication
2. Ability to communicate with consumers and coworkers in a friendly and professional manner in person and over the phone
3. Knowledge of office methods, practices and procedures
4. Skill in using a variety of office equipment
5. Skill in performing mathematical computations
6. Ability to follow written and oral instruction
7. Proficiency in Microsoft Office
8. Knowledge of spelling, grammar and punctuation
9. Ability to maintain records and file accordingly
10. Maintain integrity and confidentiality

ESSENTIAL TASKS

Under supervision

1. Operate a multi-line system to answer calls, transfer calls, provide information, schedule appointments, and take messages
2. Greet walk-in customers and make sure they are comfortable while they wait
3. Coordinate registration and appointments for various events
4. Maintain, print, copy, and distribute forms and brochures
5. Ensure compliance with ADRC policies and procedures
6. Perform routine clerical tasks such as collating, preparing mailings, etc.
7. Enter data into state and other agency databases
8. Assist with developing and distributing Agency newsletter; proofread drafts
9. Keep staff lists and forms updated
10. Timestamp and sort mail and other correspondence

11. Assist with outreach activities
12. Operate and maintain office equipment
13. Maintain inventory of office supplies and order supplies as needed
14. Create and maintain records and spreadsheets
15. Maintain meal site forms, comments, and logs
16. Assist with monthly menus for meal sites; coordinate menu review meetings
17. Coordinate Elderfest registrations, mailings and activities
18. Coordinate Senior Farmer's Market Program with all staff
19. Create and post program information and events on social media and website
20. Assist with assembling ADRC board packets and mailings
21. Perform such other duties as may be assigned

SUPERVISION RECEIVED

General and specific assignments are received and work is performed according to prescribed methods and procedures

SUPERVISION EXERCISED

None

ENVIRONMENTAL FACTORS

Dexterity in moving, picking up objects and operating office equipment is required; ability to bend, stretch, use fingers to plug and unplug devices; and perform basic mobility functions related to an office environment and equipment

CLOSING STATEMENT

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

09/12/2023